

# Street directories

- with sorting data
- with municipality numbers
- with geographical coordinates including altitude information

**Detailed information and data structures**



# Table of contents

<b>1.</b>	<b>Introduction</b>	<b>4</b>
<b>2.</b>	<b>Data structure</b>	<b>5</b>
2.1	Data models	5
2.1.1	“Street directory with sorting data” or “Street directory with municipality numbers” data model	5
2.1.2	“Street directory with geographical coordinates including altitude information” data model	6
2.2	Record types	7
2.3	Description of record types	8
2.3.1	NEW_HEA	8
2.3.2	NEW_PLZ1	8
2.3.3	NEW_PLZ2	10
2.3.4	NEW_COM	11
2.3.5	NEW_STR	11
2.3.6	NEW_STRA	13
2.3.7	NEW_GEB	15
2.3.8	NEW_GEBA	15
2.3.9	NEW_BOT_B	16
2.3.10	NEW_GEO (only for “Street directory with geographical coordinates including altitude information”)	16
2.3.11	NEW_HH (only for “Street directory with geographical coordinates including altitude information”)	17
2.3.12	NEW_GEB_COM (only for the street directories "with municipality numbers" and "geographical coordinates including altitude information")	17

<b>3.</b>	<b>Upstream services</b>	<b>18</b>
3.1	Route key	18
3.2	Quality assurance	19
3.2.1	Quality assurance for addressed bulk mailings (P.P.)	19
3.2.2	Quality assurance for newspapers and magazines	20
<b>4.</b>	<b>Order, contact and advice</b>	<b>21</b>
<b>5.</b>	<b>Annex</b>	<b>22</b>
5.1	Canton abbreviations	22

# 1. Introduction

Swiss Post manages a database with all street, hamlet and plot names of every town in Switzerland and the Principality of Liechtenstein: the "Street directory". The directory is updated on a regular basis and also made available to customers.

The following street directories are available:

## – Street directory with sorting data:

Swiss Post's free street directory includes the address information of all buildings served by the postal system in Switzerland and the Principality of Liechtenstein – including sorting data.

Using the "Street directory with municipality numbers" and appropriate matching software, customers can also pre-sort letter mail (letters, newspapers/magazines as well as catalogues up to 1,000 g) according to postcode, mail carrier district and route, thereby reducing costs. Newspapers and magazines must be pre-sorted by the customer in order to be sent at the reduced newspaper rate.

The "Upstream services" specification presents the different upstream services that can be carried out by customers and indicates the corresponding discounts. These can be found at [www.swisspost.ch/upstream-services](http://www.swisspost.ch/upstream-services).

For the upstream services, Swiss Post offers its own software solutions for matching for [bulk consignments](#) and [newspapers](#).

## – Street directory with municipality numbers:

Besides address details (including sorting data), the "Street directory with municipality numbers" includes a link to the building with a municipality number in Switzerland or in the Principality of Liechtenstein assigned by the Swiss Federal Statistical Office and regularly updated.

## – Street directory with geographical coordinates including altitude information:

In addition to address details (including sorting data), this data file includes geographical longitude and latitude as well as altitude information that Swiss Post has gathered and constantly updates for all buildings served by the postal system in Switzerland and the Principality of Liechtenstein. This can be used as a basis for your company-wide use of geographical information systems (GIS), or for spatial analyses to support decision-making (e.g. for location analysis, logistics or customer localization). We can also deliver additional postal data to you on request, for instance information on how many households there are at a given address and how many of them do not want to receive promotional mailings.

The Street directory with sorting data and the Street directory with municipality numbers are updated every two weeks. The exact dates can be found in the download center for the "Address and geodata" online service in Swiss Post's Customer Center ([www.swisspost.ch/online-services](http://www.swisspost.ch/online-services)). The updated file (ANSI file, Windows 1252, separated by semicolons) is available around ten days before the validity date. The Street directory with geographical coordinates including altitude information is updated monthly and can also be obtained via the "Address and geodata" online service. The geographical coordinates are available in what is known as the Swiss projection system LV95, as well as in the LV03 or WGS84 format upon request. You will receive the data as a UTF-8 file (separated by semicolons).

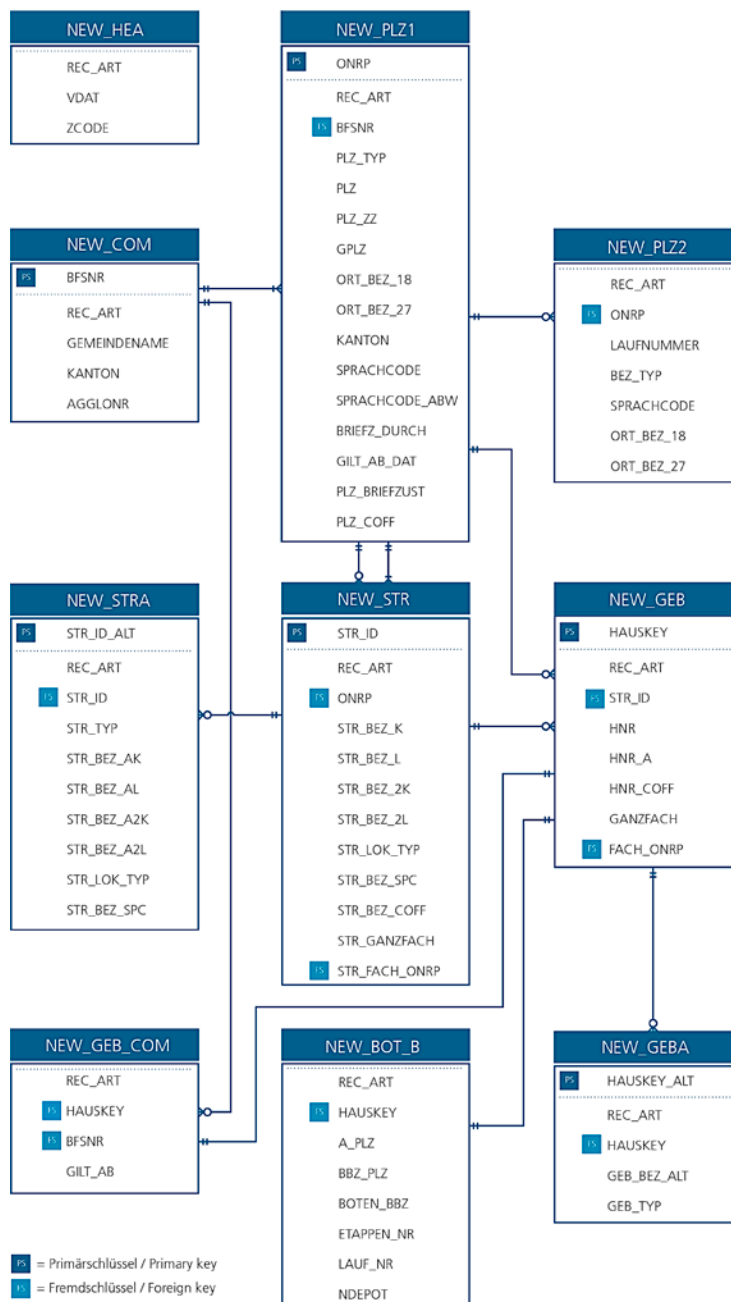
For further information on the street directories, see the "Street directories with sorting data" and "Swiss Post geodata products" factsheets at [www.swisspost.ch/geodata](http://www.swisspost.ch/geodata) -> Documents.

## 2. Data structure

### 2.1 Data models

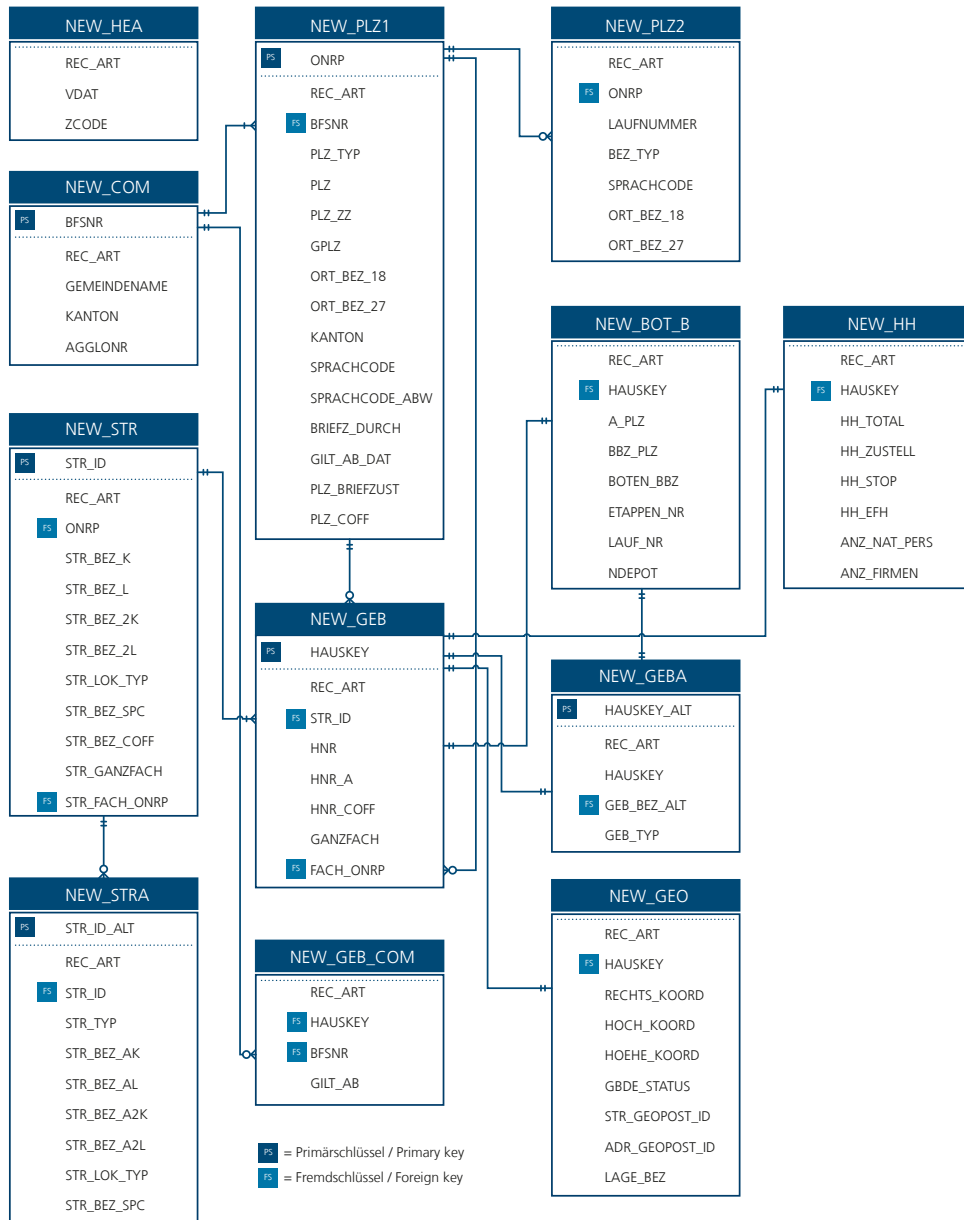
#### 2.1.1 "Street directory with sorting data" or "Street directory with municipality numbers" data model

The diagram provides an overview of the data model with all records.



## 2.1.2 "Street directory with geographical coordinates including altitude information" data model

The diagram provides an overview of the data model with all records.



## 2.2 Record types

The street directories combine data from various sources. The data is displayed in various record types. The record types for each directory are shown in the overview below.

Data	Record type	Content	Description
Street directory -> free of charge	00	NEW_HEA	Contains the version date and a unique random code.
	01	NEW_PLZ1	Contains all postcodes valid for addresses in Switzerland and the Principality of Liechtenstein.
	02	NEW_PLZ2	Contains alternative locality names for each postcode.
	03	NEW_COM	Contains the political municipalities in Switzerland and the Principality of Liechtenstein. These data are taken from the official list of the Swiss Federal Statistical Office (BFS).
	04	NEW_STR	Contains all the street names of every locality in Switzerland and the Principality of Liechtenstein.
	05	NEW_STRA	Logical alternative or foreign language street name for the official street name. Building names without street/house number, plot or hamlet names are handled in the same way as street names.
	06	NEW_GEB	Contains house numbers and house keys.
	07	NEW_GEBA	Contains alternative house names and alternative house keys.
+			
Sorting data -> free of charge	08	NEW_BOT_B	Contains mail carrier information at house number level (delivery).
+			
Municipality numbers -> charges apply	12	NEW_GEB_COM	Link between building and municipality information.
For the "Street directory with geographical coordinates including altitude information", the following two record types are also available:			
Geographical coordinates including altitude information -> charges apply	10	NEW_GEO	Contains information on geo-referencing of buildings served by Swiss Post.
+			
Statistical household data -> charges apply	11	NEW_HH	Contains information on households at an address.

## 2.3 Description of record types

### 2.3.1 NEW\_HEA

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "00"</b> Designates the record type.
VDAT	NUMBER(8)	YES	<b>Date of implementation "DOI"</b> (YYYYMMDD) -> Validity date for the districts in accordance with the respective street directory date list.
ZCODE	NUMBER(6)	YES	<b>Randomly generated code</b>

### 2.3.2 NEW\_PLZ1

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "01"</b> Designates the record type.
ONRP	NUMBER(10)	YES	<b>Swiss Post classification number</b> This number (ONRP) is the primary key designating a postcode/ location in accordance with the Swiss Post postcode database and the unique, unalterable key term of the postcode. Every new postcode receives a new ONRP. An ONRP remains unchanged whereas a postcode can change. If a postcode is taken out of service, the ONRP assigned to it is no longer used. If (in rare cases) a postcode is brought back into service, the original ONRP will be reassigned to it.
BFSNR	NUMBER(10)	YES	Foreign key for BFSNR (refers to NEW_COM)
PLZ_TYP	NUMBER(2)	YES	<b>Postcode type</b> The postcode type is used to check whether a postcode for specific addresses is generally plausible. 10 = Domicile and specialist addresses 20 = Domicile addresses only 30 = P.O. Box postcodes only 40 = Company postcodes 80 = In-house Swiss Post postcodes (delivery post office information on bundle labels or bag addresses).
POSTCODE	NUMBER(4)	YES	<b>Address postcode</b> Switzerland is divided into nine geographic postal districts, numbered from west to east. Each postal district is subdivided into postal areas which are in turn divided into no more than 100 units. Valid values: 1000–9999 Postcodes are structured as follows:  <b>Example:</b> Zollbrück 3 = postal district (Bern) 34 = postal area (Burgdorf) 343 = route (Burgdorf – Langnau) 3436 = post office number (Zollbrück)



Field name	Field type (length)	Mandatory field	Comments
PLZ_ZZ	VARCHAR(2)	YES	<p><b>Additional postcode number</b> The additional number serves to distinguish between identical 4-digit postcodes.</p> <p><b>Example:</b> 4436 <b>00</b> = Oberdorf BL 4436 <b>02</b> = Liedertswil Address files must be made up of the postcode and additional number to ensure correct sorting. However, the additional numbers should <b>not</b> appear in the postal address on the consignment.</p>
GPLZ	NUMBER(4)	YES	<b>Basic postcode</b>
ORTBEZ18	VARCHAR(18)	YES	<p><b>18- or 27-character locality name</b> The locality line in the postal address must contain the 18- or 27-character locality name (official locality name). The 4-digit postcode is unique when used with the 18- or 27-character locality name. Very long locality names are shortened to fit the available field lengths.</p> <p><b>Example:</b> "Neuhausen am Rheinflall": 18-character: Neuhausen 27-character: Neuhausen am Rheinflall</p>
ORTBEZ27	VARCHAR(27)	YES	
KANTON	VARCHAR(2)	YES	<p><b>Canton</b> The official abbreviations corresponding to the car number plates are used. A full list can be found in the appendix.</p>
SPRACHCODE	NUMBER(2)	YES	<p><b>Language code</b> Language (language majority) in the postcode area: 1 = German 2 = French 3 = Italian 4 = Rhaeto-Romanic In localities where several languages are spoken, the main language is indicated.</p>
SPRACHCODE_ABW	NUMBER(2)	NO	<p><b>Different language code</b> Other languages within a postcode. One different language code can be specified per postcode.</p>
BRIEFZ_DURCH	NUMBER(10)	NO	<p><b>Delivery point</b> Refers to the organizational unit (ONRP) primarily responsible for delivering letters in the address postcode. If need be, this information can be used for bag addresses.</p>
GILT_AB_DAT	DATE(8)	YES	<p><b>Valid as of</b> Indicates the date from which the postcode data are valid (YYYYMMDD format).</p>
PLZ_BRIEFZUST	NUMBER(6)	YES	<p><b>Delivery point postcode</b> 6-digit postcode of the office concerned in BRIEFZ_DURCH. Necessary to create the bundle label barcode.</p>
PLZ_COFF	VARCHAR(1)	NO	<p>Shows whether a postcode (PLZ_TYP 10 and PLZ_TYP 20) contains exclusively official or unofficial addresses. Y = official N = non-official All other postcode types (PLZ_TYP) take the value ZERO.</p>

### 2.3.3 NEW\_PLZ2

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "02"</b> Designates the record type.
ONRP	NUMBER(10)	YES	<b>Swiss Post classification number</b> Foreign key for postcode/location (refers to NEW_PLZ1). The ONRP is the unique, unalterable key term of the postcode. Every new postcode receives a new ONRP. An ONRP remains unchanged whereas a postcode can change. If a postcode is taken out of service, the ONRP assigned to it is no longer used. If (in rare cases) a postcode is brought back into service, the original ONRP will be reassigned to it.
LAUFNUMMER	NUMBER(6)	YES	Sequence number within an ONRP. The sequence number is a number assigned to each alternative designation as a key. In the event of deletion, it will not be reassigned. Valid values lie between 001–999.
BEZTYP	NUMBER(1)	YES	<b>Designation type</b> 2: alternative or foreign-language locality name permitted for addressing. This must be used in conjunction with the postcode.  <b>Examples:</b> 6085 Hasliberg Goldern > 6085 Goldern 1200 Genève > 1200 Genf
SPRACHCODE	NUMBER(2)	YES	<b>Language code</b> Language or language majority in the postcode area: 1 = German 2 = French 3 = Italian 4 = Rhaeto-Romanic In localities where several languages are spoken, the main language is indicated.
ORTBEZ18	VARCHAR(18)	YES	<b>18- or 27-character locality name</b> The locality line in the postal address must contain the 18- or 27-character locality name (official locality name). The 4-digit postcode is unique when used with the 18- or 27-character locality name. Very long locality names are shortened to fit the available field lengths, e.g. "Neuhausen am Rheinfall": 18-character: Neuhausen 27-character: Neuhausen am Rheinfall
ORTBEZ27	VARCHAR(27)	YES	

### 2.3.4 NEW\_COM

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "03"</b> Designates the record type.
BFSNR	NUMBER(10)	YES	<b>BFS number</b> The numbering used by the Swiss Federal Statistical Office (BFS) to designate political municipalities in Switzerland and the Principality of Liechtenstein.
GEMEINDENAME	VARCHAR(30)	YES	<b>Municipality name</b> Official municipality name in accordance with the "List of Swiss Municipalities" issued by the BFS.
KANTON	VARCHAR(2)	YES	<b>Canton</b> Canton abbreviation identical to that found on car number plates. See the full list in the appendix.
AGGLONR	NUMBER(5)	NO	<b>Conurbation number</b> Refers to a BFS number. Switzerland has 35 conurbations defined by the BFS. The center of a conurbation is the central municipality, i.e. a town where economic and cultural exchanges are concentrated alongside services. The surrounding municipalities are linked with the central municipality both structurally and by means of commuter networks. BFSNR Municipality name Conurbation no. (= BFSNR) Conurbation name (= municipality name)  <b>Example:</b> 351 Bern (= central municipality) 351 Bern 352 Bolligen 351 Bern 362 Ittigen 351 Bern 358 Stettlen 351 Bern

### 2.3.5 NEW\_STR

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "04"</b> Designates the record type.
STRID	NUMBER(13)	YES	<b>Street name</b> Primary key for street names (LOK_ID information from ZUBOFI)
ONRP	NUMBER(10)	YES	<b>Swiss Post classification number</b> Foreign key for postcode/location (refers to NEW_PLZ1). The ONRP is the unique, unalterable key term of the postcode. Every new postcode receives a new ONRP. An ONRP remains unchanged whereas a postcode can change. If a postcode is taken out of service, the ONRP assigned to it is no longer used. If (in rare cases) a postcode is brought back into service, the original ONRP will be reassigned to it.

Field name	Field type (length)	Mandatory field	Comments
STRBEZK	VARCHAR(35)	YES	<p><b>Abbreviated street name</b> Abbreviated street name in the official language. Building names without street/house number, plot or hamlet names are handled in the same way as street names. There are no foreign language spellings of building names.</p> <p><b>Example:</b> Eglise-Anglaise, avenue de l'</p>
STRBEZL	VARCHAR(60)	YES	<p><b>Full street name</b> Full street name in the official language. Building names without street/house number, plot or hamlet names are handled in the same way as street names. There are no foreign language spellings of building names.</p> <p><b>Example:</b> Eglise-Anglaise, avenue de l'</p>
STRBEZ2K	VARCHAR(35)	YES	<p><b>Abbreviated reorganized street name</b> Abbreviated street names written Edelweiss, Chalet are changed to Chalet Edelweiss in this field.</p> <p><b>Example:</b> avenue de l'Eglise-Anglaise</p>
STRBEZ2L	VARCHAR(60)	YES	<p><b>Reorganized street name</b> Street names written Edelweiss, Chalet, are changed to Chalet Edelweiss in this field.</p> <p><b>Example:</b> avenue de l'Eglise-Anglaise</p>
STR_LOK_TYP	NUMBER(2)	YES	<p><b>Street location type</b> The following code is used to differentiate: 1 = Street name 2 = Building name</p>
STRBEZ_SPC	NUMBER(2)	YES	<p><b>Street language</b> The following code is used to differentiate: 1 = German 2 = French 3 = Italian 4 = Rhaeto-Romanic</p>
STRBEZ_COFF	VARCHAR(1)	YES	<p>Shows whether a name is officially recognized, i. e. by the political municipality. Y = official N = non-official</p>

Field name	Field type (length)	Mandatory field	Comments
STR_GANZFACH	VARCHAR(1)	NO	<b>Complete address</b> Shows whether or not the building name is defined as complete Y = complete N = not complete Zero = defined as STR_LOK_TYP 1 (street names) for the datasets
STR_FACH_ONRP	NUMBER(10)	NO	<b>ONRP of the P.O. Box office</b> ONRP value for the P.O. Box postcode in the address. The entries in the NEW_GEB record are set accordingly.  <b>Zero (0):</b> If not all consignments to a complete address are delivered via the same P.O. Box office or for datasets with STR_LOK_TYP 1 (street names) or if COMPLETE = 'N'. Entries with COMPLETE = 'Y' in the NEW_BOT_B record are set so that consignments will be delivered to the delivery point responsible for delivering to the P.O. Box offices.

### 2.3.6 NEW\_STRA

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "05"</b> Designates the record type.
STRID_ALT	NUMBER(13)	YES	<b>Primary key for alternative street names</b> Primary key for alternative street names which is unique for each name in order to identify the alternative or foreign language street name.
STRID	NUMBER(13)	YES	Foreign key for street names (refers to NEW_STR).
STRTYP	NUMBER(2)	YES	<b>Street type</b> 2 = Address with alternative street name (also always contains the key for the official street name and the house key) 3 = Address with foreign language street name 4 = Address with historic address
STRBEZAK	VARCHAR(35)	YES	<b>Alternative street name (abbreviated or foreign language)</b> Alternative abbreviated or foreign language street name for the official street name. Building names without street/house number, plot or hamlet names are handled in the same way as street names. This name may not be used in the address, or only in conjunction with the official street name. <b>Exception:</b> French language street names in Biel  <b>Example:</b> Eglise-Anglaise, avenue de l'

Field name	Field type (length)	Mandatory field	Comments
STRBEZAL	VARCHAR(60)	YES	<p><b>Alternative street name</b> Alternative or foreign language street name for the official street name. Building names without street/house number, plot or hamlet names are handled in the same way as street names. This name may not be used in the address, or only in conjunction with the official street name.</p> <p><b>Exception:</b> French language street names in Biel</p> <p><b>Example:</b> Eglise-Anglaise, avenue de l'</p>
STRBEZA2K	VARCHAR(35)	YES	<p><b>Reorganized alternative street name (abbreviated or foreign language)</b> Abbreviated alternative or foreign language street names written Edelweiss, Chalet are changed to Chalet Edelweiss in this field. This name may not be used in the address, or only in conjunction with the official street name.</p> <p><b>Exception:</b> French language street names in Biel</p> <p><b>Example:</b> avenue de l'Eglise-Anglaise</p>
STRBEZA2L	VARCHAR(60)	YES	<p><b>Reorganized alternative street name</b> Abbreviated alternative or foreign language street names written Edelweiss, Chalet are changed to Chalet Edelweiss in this field. This name may not be used in the address, or only in conjunction with the official street name.</p> <p><b>Exception:</b> French language street names in Biel</p> <p><b>Example:</b> avenue de l'Eglise-Anglaise</p>
STR_LOK_TYP	NUMBER(2)	YES	<p><b>Street location type</b> The following code is used to differentiate: 1 = Street name 2 = Building name</p>
STRBEZ_SPC	NUMBER(2)	YES	<p><b>Street language</b> The following code is used to differentiate: 1 = de 2 = fr 3 = it 4 = rm</p>

### 2.3.7 NEW\_GEB

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "06"</b> Designates the record type.
HAUSKEY	NUMBER(13)	YES	<b>House key</b> Primary address key (house, house entrance).
STRID	NUMBER(13)	YES	Foreign key for street names (refers to NEW_STR).
HNR	NUMBER(4)	NO	<b>House number</b> Numerical part of the house number. For localities or areas where there are no official streets with house numbers, the official insurance number (building insurance number) will be used, irrespective of whether or not it is used for addressing.
HNRA	VARCHAR(6)	NO	<b>Alphanumerical part of the house number</b>
HNR_COFF	VARCHAR(1)	YES	<b>House number status</b> Shows whether a house number is officially recognized, i. e. by the political municipality. Y = official N = non-official
GANZFACH	VARCHAR(1)	NO	<b>Complete house number</b> Shows whether or not the house number is defined as complete Y = Complete N = Not complete The entries in the NEW_GEB record are set accordingly.
FACH_ONRP	NUMBER(10)	NO	<b>ONRP of the P.O. Box office for complete addresses</b> P.O. Box postcode key when STR_COMPLETE='Y' The entries in the NEW_GEB record are set accordingly.  <b>Zero (0):</b> if not all consignments to a complete P.O. Box address are delivered via the same P.O. Box office or if COMPLETE = 'N'. Entries with COMPLETE = 'Y' in the NEW_BOT_B record are set so that consignments will be delivered to the delivery point responsible for delivering to the P.O. Box offices.

### 2.3.8 NEW\_GEBA

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "07"</b> Designates the record type.
HAUSKEY_ALT	NUMBER(13)	YES	Primary key for the alternative house name.
HAUSKEY	NUMBER(13)	YES	Foreign address key (house, house entrance). Refers to NEW_GEB
GEB_BEZ_ALT	VARCHAR(25)	YES	<b>Additional building name</b> Additional building name if it has a street name with house numbers.  <b>Example:</b> Chalet Südegg (at Bahnhofstrasse 12)
GEBTYP	NUMBER(4)	YES	2 = Address with alternative building name

### 2.3.9 NEW\_BOT\_B

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "08"</b> Designates the record type.
HAUSKEY	NUMBER(13)	YES	Foreign address key (house, house entrance). Refers to NEW_GEB.
APLZ	NUMBER(6)	YES	Address postcode.
BBZ-PLZ	NUMBER(6)	YES	Delivery postcode of the mail carrier district for letter delivery, for complete address, postcode of the P.O. Box office.
BOTENBEZ	NUMBER(6)	YES	The mail carrier district number is allocated by the delivery point. For complete addresses always district 998. District 998 is only delivered to if the entire address is delivered to by the same P.O. Box office (Field FACH_ONRP = not zero), otherwise the domicile district is delivered to.
ETAPPEN-NR	NUMBER(3)	YES	Sequence in district. Always 0 for complete addresses.
LAUF-NR	NUMBER(6)	YES	Sequence at stage. Always 0 for complete addresses.
NDEPOT	VARCHAR(60)	NO	Reload depot.

### 2.3.10 NEW\_GEO (only for "Street directory with geographical coordinates including altitude information")

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "10"</b> Designates the record type.
HAUSKEY	NUMBER(13)	YES	Foreign address key (house, house entrance). Refers to NEW_GEB.
RECHTS_KOORD	NUMBER(9,1)	YES	X coordinate (easting). Coordinate in the Swiss LV95 projection system.
HOCH_KOORD	NUMBER(9,1)	YES	Y coordinate (northing). Coordinate in the Swiss LV95 projection system.
HOEHE_KOORD	NUMBER(9,1)	YES	Z coordinate. Height of the target point in a grid of 5 by 5 metres from the Swiss Federal Office of Topography.
GBDE_STATUS	VARCHAR(1)	YES	Coordinate status P = provisional, missing source map D = definitive
STR_GEOPOST_ID	NUMBER(13)	YES	Unique street identification number.
ADR_GEOPOST_ID	NUMBER(38)	YES	Unique address identification number.
LAGE_BEZ	VARCHAR(60)	NO	Name of the building, if no building number is available.



### 2.3.11 NEW\_HH (only for "Street directory with geographical coordinates including altitude information")

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "11"</b> Designates the record type.
HAUSKEY	NUMBER(13)	YES	Foreign address key (house, house entrance). Refers to NEW_GEB.
HH_TOTAL	NUMBER(5)	NO	Total households at an address (= domicile delivery households + P.O. Box holder households).
HH_ZUSTELL	NUMBER(5)	NO	Number of domicile delivery households (P.O. Box holder households are not included).
HH_STOP	NUMBER(5)	NO	Number of households that do not want unaddressed items.
HH_EFH	NUMBER(1)	NO	Single-family home identifier – Y = single-family home Values for HH_TOTAL should be interpreted as follows: HH_TOTAL = 1 -> dwelling with 1 apartment HH_TOTAL = 2 -> dwelling with 2 apartments HH_TOTAL = 0 -> single-family home not currently served by Swiss Post, currently empty or being rebuilt.  – N = not a single-family home
ANZ_NAT_PERS	NUMBER(5)	NO	Number of natural persons
ANZ_FIRMEN	NUMBER(5)	NO	Number of legal entities

### 2.3.12 NEW\_GEB\_COM (only for the street directories with "municipality numbers" and "geographical coordinates including altitude information")

Field name	Field type (length)	Mandatory field	Comments
REC_ART	VARCHAR(2)	YES	<b>Record type "12"</b> Designates the record type.
HAUSKEY	NUMBER(13)	YES	Foreign address key (house, house entrance). Refers to NEW_GEB.
BFSNR	NUMBER(10)	YES	Foreign key to NEW_COM table that includes all municipalities.
GILT_AB	NUMBER(8)	YES	Date from which the information for the building is valid.

### 3. Upstream services

Upstream services have two objectives:

- to separate consignments according to mail carrier districts and localities
- to sort consignments within a mail carrier district bundle according to delivery

Swiss Post only grants discounts for the upstream service carried out by the customer and/or does not charge the additional fee for newspapers and magazines if both these objectives are achieved.

#### 3.1 Route key

Sorting consignments according to route requires the route key. This identifies every individual delivery point throughout Switzerland.

The route order key is a 29-digit key made up of the information in street directory as shown in the following table:

Digits	Attribute	Record	Data field
1–6	Address postcode	NEW_PLZ1	POSTLEITZAHL + PLZ_ZZ
7–12	Mail carrier district postcode	NEW_BOT_B	BBZ-PLZ
13–16	Mail carrier district	NEW_BOT_B	BOTENBEZ
17–18	Stage number	NEW_BOT_B	ETAPPEN-NR
19–24	Route number	NEW_BOT_B	LAUF-NR
25–29	House letterbox number	–	“00000”

If a street or house is not recognized or if there are fewer than five copies for a mail carrier district, the copies concerned will be combined in a locality bundle (per address postcode).

If the value for BBZ\_PLZ = “000000”, the route key will be formed by adding zeros for digits 7–29. These copies will also be placed in a locality bundle per POSTCODE.

Copies which are addressed to a P.O. Box will be sorted into a P.O. Box bundle. This is identified by the mail carrier district number 998; the content does not need to be sorted according to route.

The consignments must be arranged in ascending order within the bundle, i.e. in the direction in which the mail carrier will travel.

Information about bundle names can be found in the “Upstream services” specification at [www.swisspost.ch/upstream-services](http://www.swisspost.ch/upstream-services).

## 3.2 Quality assurance

To ensure that up-to-date data are used, the data set valid from the first Monday of a calendar month (or more recently) must be applied. When sending addressed bulk mailings (PP), the data must not be more than 60 days old. For newspapers and magazines, the data must be as recent as possible and no more than 30 days old.

The version of the respective "Street directory" used is indicated on the sort protocol. This enables Swiss Post to recognize which data version has been used for pre-sorting. The listing of the data version is handled differently for addressed bulk mailings (PP) and for newspapers and magazines.

### 3.2.1 Quality assurance for addressed bulk mailings (PP)

For addressed bulk mailings (PP), the version of the respective "Street directory" used is indicated on the sort protocol in text form (see "Sortierfile-Datum").

<b>Post CH AG</b>		
<b>Rechnungsreferenznummer (RRN)</b>	999999999	
<b>Absender/Bundzettel-Information</b>	<b>Aufgeber</b>	
Test AG Teststrasse 1 3011 Bern Schweiz	Test-Druck AG Musterstrasse 2 80000 München Deutschland	
<b>Kundenreferenz/Bemerkungen/Objekt</b>	Herbstkatalog 2	
<b>Produkt/Versandart</b>	OnTime Mail Standard 1 Werktag	
<b>Aufgabedatum</b>	12.08.2019	
<b>Sortierfile-Datum</b>	05.08.2019	
<b>Zustelldatum OnTime Mail</b>	16.08.2019	
<b>Bund-Art</b>	<b>Anzahl Bunde</b>	<b>Anzahl Sendungen</b>
Botenbezirk	1'987	99'333
Postfach	40	2'000
Ort	185	9'257
Rest 1 – 9	52	2'590
<b>Total</b>	<b>2'264</b>	<b>113'180</b>
<b>Gebinde-Art</b>	<b>Anzahl Gebinde</b>	<b>Anzahl Sendungen</b>
Ort	22	8'610
Leitgebiet	104	99'991
Zentrum	2	1'897
Rest 1 – 9	3	2'682
<b>Total</b>	<b>131</b>	<b>113'180</b>

Extract from a sort protocol

### 3.2.2 Quality assurance for newspapers and magazines

For newspapers and magazines, the version of the respective "Street directory" used is indicated in the form of a barcode.

#### Barcode data structure

Digits	Attribute	Source	Data field / value
1–5	–	Fixed value	"98924"
6–8	–	Fixed value	"000"
9–13	Newspaper number	Customer	Five-digit newspaper number
14–18	Random code	NEW_HEA	ZCODE

#### Barcode specifications

A 128 code is used in accordance with ISO/IEC standard 15417.

Code 128 uses four different section widths in the module ratio 4:1.

Your barcodes can be read reliably if they satisfy the following requirements:

#### Printer resolution

Use a printer with a physical resolution of at least 300 dpi.

#### Module width

The module width must be 0.508 mm.

#### Printing

The bars must be printed evenly in matt black printing ink with good edge definition.

#### Contrast factor (PCS)

The contrast factor (PCS: Print Contrast Signal, dimensionless value according to DIN EN 797) must be greater than 0.7, for a wavelength range of between 620 and 900 nm. This contrast factor can be reliably achieved on light, matt paper with a faultless black code printout.

#### Light resistance (opacity)

The opacity of the label material must be at least 0.75 percent (DIN 53 146, ISO 1831). This value can be lower if the surface of the consignment is white and has no patterns or structures.

#### Quality standard

The print quality must comply with level B in accordance with DIN EN ISO/IEC 15416.

#### Note

Barcodes printed on pure white paper using a modern laser printer generally satisfy the requirements.

## 4. Order, contact and advice

You can obtain the current "Street directory with sorting data" free of charge via the download center for the "Address and geodata" online service in Swiss Post's Customer Center ([www.swisspost.ch/online-services](http://www.swisspost.ch/online-services)). All you need is a Swiss Post user account.

The "Street directory with geographical coordinates including altitude information" and "Street directory with municipality numbers" files are provided on the basis of a licence agreement. For a personal consultation or an individual quotation, please contact your customer advisor or get in touch directly with our team of advisors:

Post CH Ltd  
Address Competence Center  
Sternmatt 6  
P.O. Box  
6010 Kriens 2  
Switzerland

Tel. +41 58 386 67 67  
[address-maintenance@swisspost.ch](mailto:address-maintenance@swisspost.ch)

Further information on our address and geodata service can also be found at [www.swisspost.ch/geodata](http://www.swisspost.ch/geodata).

## 5. Annex

### 5.1 Canton abbreviations

Canton abbreviations are identical to those found on car number plates.

For municipalities and postcodes in the Principality of Liechtenstein, the canton "FL" is designated in accordance with the official list of the Swiss Federal Statistical Office (BFS).

For localities in Germany with a Swiss postcode, Swiss Post has defined "DE" for the "canton" field.

Canton abbreviation	Canton
AG	Aargau
AI	Appenzell Innerrhoden
AR	Appenzell Ausserrhoden
BE	Bern
BL	Basel-Landschaft
AC	Basel-Stadt
FL	Principality of Liechtenstein
FR	Fribourg
GE	Geneva
EB	Glarus
GR	Graubünden
JU	Jura
LU	Lucerne
NE	Neuchâtel
NW	Nidwalden
OW	Obwalden
SG	St. Gallen
SH	Schaffhausen
SO	Solothurn
SZ	Schwyz
TG	Thurgau
TI	Ticino
UR	Uri
VD	Vaud
VS	Valais
ZG	Zug
ZH	Zurich
DE	Germany (only for 8238 Büsingen)

Post CH Ltd  
Address Competence Center  
Sternmatt 6  
P.O. Box  
6010 Kriens 2  
Switzerland

[www.swisspost.ch/address-maintenance](http://www.swisspost.ch/address-maintenance)  
Tel. +41 58 386 67 67  
[address-maintenance@swisspost.ch](mailto:address-maintenance@swisspost.ch)

